



Application for Certified Copy of Vermont Birth or Death Certificate

MUNICIPAL OFFICES
P.O. BOX 646
WILLIAMSTOWN, VT 05679

Use this form to request a certified birth certificate or death certificate for one person.
Multiple copies of the same certificate can be requested with this form.

Birth Certificate (BC)

Name of Child: First _____ Middle _____ Last* _____ Suffix _____

Date of Birth*: ___/___/_____ Sex*: Male Female Town of Birth*: _____

Name of Mother/Parent: First _____ Middle _____ Last _____

Name of Father/Parent: First _____ Middle _____ Last _____

Is this a Certificate of Live Birth for a Foreign-Born Child? Yes No

Death Certificate (DC)

Name of Deceased: First _____ Middle _____ Last* _____ Suffix _____

Date of Death*: ___/___/_____ Sex*: Male Female Town of Death*: _____

Name of Mother/Parent: First _____ Middle _____ Last _____

Name of Father/Parent: First _____ Middle _____ Last _____

Applicant Information

Your Name: First* _____ Middle _____ Last* _____

If funeral home employee, add business name: _____

Mailing Address*: _____ City: _____

State: _____ Zip code: _____ Email Address: _____

Daytime Phone*: (____) _____ - _____ Date of Birth*: ___/___/_____

Relationship to Person Named on Certificate*

- | | |
|--|--|
| <input type="checkbox"/> Self (BC only) | <input type="checkbox"/> Authorized by Court Order (must present document) |
| <input type="checkbox"/> Spouse | <input type="checkbox"/> Authority for Final Disposition (DC only) |
| <input type="checkbox"/> Child | <input type="checkbox"/> Social Security Administration (DC only) |
| <input type="checkbox"/> Parent | <input type="checkbox"/> U.S. Department of Veterans Affairs (DC only) |
| <input type="checkbox"/> Sibling | <input type="checkbox"/> Deceased's Insurance Carrier (DC only) |
| <input type="checkbox"/> Grandparent | |
| <input type="checkbox"/> Legal Guardian | |
| <input type="checkbox"/> Court Appointed Executor or Administrator | |
| <input type="checkbox"/> Petitioner for Decedent's Estate (DC only) | |
| <input type="checkbox"/> Legal Representative (for one of the above) | |

* = Required Field

Identification Document(s)*:

Choose one (1) primary document or two (2) alternate documents that you are providing with this request.

Primary Document

- U.S. issued Driver's License or ID Card
- U.S. Territories Driver's License or ID Card
- Tribal ID Card containing your signature
- U.S. Military ID Card containing your signature
- Passport: U.S. or Foreign issued
- VISA: U.S. issued and included within a Passport containing your signature
- U.S. Resident Alien Card or U.S. Green Card or U.S. Permanent Resident Card (Form I-551)
- U.S. Employment Authorization Document or Card (Form I-765)

Document # _____

Expiration Date: ___/___/___

Alternate Documents

These two documents together must contain your current address and your signature.

- Employment Photo ID Card with a Pay Stub or U.S. Internal Revenue W-2 form
- School, University or College Photo ID with Report Card or other proof of current enrollment
- Department of Corrections ID Card with probation documents or discharge papers
- Social Security or Medicare Card with your signature
- Pilot's License
- Car Registration or Title with current address
- U.S. Selective Service Card
- Voter's Registration Card
- Filed Federal Tax Form with current address and signature
- Bank Statement or Utility Bill (gas, water, electric, sewer, phone) with current address
- U.S. or State Court documents with current address

Order Summary

Total Number of Copies Requested: _____ x \$10.00 each = Order Total: \$ _____

Make checks or money orders (U.S. funds) payable to _____, Mail your payment with this form and a self-addressed envelope to _____.
Or bring this completed form with your payment to _____.

Verification

Any person who knowingly makes a false statement, misrepresentation or certification as to any material fact on this application shall be fined not more than \$10,000 or imprisoned for not more than six months or both. 18 V.S.A. § 131(c).

I certify that the information provided on this form is true and I am eligible to receive a certified copy.

Signature*: _____ Date Signed*: ___/___/___

Print Name*:

FOR OFFICE USE ONLY:

ID checked and validated by:

CID:

CPA-B:

CPA-E:

Fee enclosed: \$

Date:

Check Number: